

Department of Public Health
and Human Services

Section:
APPLICATION PROCESSING

TANF CASH ASSISTANCE

Subject:
Rights and Responsibilities/Self
Declaration of Status

Supersedes: TANF 103-3 (01/01/07)

References: ARM 37.78.101, .102, .226 - .228 and .424; SB 29 2005

GENERAL RULE: The Eligibility Case Manager will inform all individuals applying for and receiving assistance of their rights and responsibilities. Under this requirement, information is conveyed in oral or written form, as appropriate at the time of application and redetermination.

Each caretaker relative must declare, either verbally or in writing, the status of each household member in the filing unit. This declaration must be made at application and redetermination.

APPLICANT/ PARTICIPANT RIGHTS

The rights of a TANF cash assistance applicant or participant are to:

- Be informed that the case information is confidential and is shared only for purposes directly related to the administration of the program;
- Be assisted with the application process and redetermination by an individual or individuals of his/her choice;
- Be informed in writing or orally about coverage, conditions of eligibility, scope of the program, the temporary focus of the program, and related services available;
- Be informed of the consequences for failure to comply with all non financial and financial eligibility requirements;
- Be informed of the disqualification penalties for an intentional program violation and fraud;
- ▶ • Be determined eligible or ineligible within **30 days** following date of application unless the county is unable to make a determination due to a delay caused by a third party that is beyond the control of the participant or Eligibility Case Manager;
- Be informed of changes in eligibility and benefits;

Section: APPLICATION PROCESSING

Subject: Rights and Responsibilities/Self
Declaration of Status

- Be informed of the right to a fair hearing if he/she disagrees with the action taken;
- Receive an unrestricted money payment unless limited by program regulations;
- Claim good cause for not complying with an eligibility requirement;
and
- Have his/her Civil Rights protected;

APPLICANT/ PARTICIPANT RESPONSIBILITIES

The responsibilities of the applicant or participant are to:

- Complete and sign the application form and all other required forms;
- Provide information and verification as required;
- Take necessary steps to obtain all income to which they are entitled;
- Comply with all non-financial requirements (TANF 300); and

NOTE: Failure or refusal to comply with a **non-financial eligibility requirement** without good cause results in case closure or denial of benefits.

- Report all changes in the family's circumstances as soon as possible but within ten (10) days of having knowledge of the change to assure issuance of correct benefits (TANF 1501-1);

SELF DECLARATION

Each caretaker relative is required to declare, under penalty of perjury, whether they or anyone in their household is an individual who:

1. is fleeing to avoid prosecution, custody or confinement after conviction for a crime, which is a felony under the laws of the place from which the individual flees (TANF 201-1);
2. is violating a condition of probation or parole imposed under Federal or State law (TANF 201-1);

Section: APPLICATION PROCESSING

Subject: Rights and Responsibilities/Self
Declaration of Status

3. has been convicted of a drug-related felony after **August 22, 1996** and who is not complying with the conditions of supervision, whose sentence has not been discharged and who is not actively participating in treatment, if required (TANF 201-1);
4. has been convicted in Federal or State court of having made a fraudulent statement or representation with respect to the place of residence in order to receive benefits (including TANF cash assistance, Food Stamps and SSI) simultaneously from two or more states (TANF 1505-1).

If the individual refuses to sign the statement, the Eligibility Case Manager must continue with the eligibility determination, and document TEAMS Case Notes (CANO). **Benefits cannot be denied because the applicant refused to sign the self-declaration portion of the HCS-220 as long as the household has verbally answered the questions.**

DB

ΦΦΦ